

## IGNITE Fellows Coordinator

### About IGNITE

IGNITE is a movement of young women who are ready and eager to become the next generation of political leaders. We offer civic education, exposure to elected women, hands on training and work opportunities, and a peer network of women who support each other's aspirations. We are a national, non-partisan 501c3. IGNITE programs and events are for all cis and trans women, as well as non-binary people who are comfortable in a space that centers the experiences of young women.

### IGNITE Structure

IGNITE has a national office that is responsible for:

- Developing and codifying IGNITE programs, packaging them and making them digitally available.
- Developing a national communications calendar (including social media) and managing all communications.
- Developing national partnerships.
- Working in partnership with staff to prepare individual, foundation and corporate proposals.
- Working in partnership with staff to raise individual contributions from supporters across the US.
- Securing corporate sponsorships to support national-scale work.
- Developing annual budgets and managing all agency resources.

IGNITE staff are located across the country and work cross-functionally on regional and content-area teams. While this position reports to the Northeast Program Director, they will need to maintain positive, collaborative relationships with program staff in other parts of the country and be comfortable collaborating virtually. The Northeast Program Manager will serve on the Programs Team and work in conjunction with state and national staff to advance IGNITE's mission. This position will be based in the Northeast and will require travel within the region.

IGNITE is on course to grow rapidly over the next 5 years with a strategic focus on expanding our reach to impact thousands more young women each year, and increasing our overall budget to \$10M.

***The Fellows Coordinator will be a part-time, temporary position until June 30, 2023. This position is remote, and some travel may be required.***

### Position Description

IGNITE is searching for a Fellows Coordinator with over 2 years of program management, experience working with college campuses, event planning, organizing and policy. Reporting to the Fellows Director, the Fellows Coordinator is responsible for overseeing and implementing the IGNITE National Fellowship Program. The Fellows Coordinator will facilitate Fellowship Program activities, maintain monthly contact with the Fellows, coordinate logistics, collect data and

support fellow onboarding. The Fellows Coordinator will work in collaboration with regional and national team members to work cross functionally to execute the national fellowship program. The Fellows Coordinator will model good leadership for the Fellows.

***Program Design & Execution***

- Under the guidance of the Fellows Director, assist in the creation and design of the Fellowship program for incoming cohorts.
- Execute outreach and recruitment efforts for annual Fellows cohorts.
- Coordinate and participate in the annual interview process for incoming Fellows candidates.
- Work with the Fellows Director to design developmental tracks that advance Fellows' leadership skills.
- Co- create fellowship materials for each programming year.
- Ensure the regional teams who supervise Fellows have the resources they need for weekly 1:1 check-in and regional group meeting agendas.
- Coordinate logistics for Fellows Support Squad meetings.
- Administer Fellows surveys in order to improve the Fellowship Program.

***Fellows Training and Events***

- Work with Fellows Director to develop year-long training (kick off, mid year and on-going) agendas for annual Fellows cohorts.
- Coordinate logistics and technology needs for all virtual training.
- Co-coordinate logistics for in person meetings with the support of the Fellow Director and Regional programs team (Ex. secure space, manage food/beverage needs, send supplies, use AMEX cards).
- Work with the Operations team and Fellows Director to coordinate travel and lodging needs for in-person Fellows-related events (Ex. Kick-off training, Mid-year retreat, Young Women Run DC).
- Work with the Fellows Director to plan and facilitate the annual mid-year retreat.
- Plan, coordinate, and facilitate 4 Fellows Town Halls across the programmatic year.

***Additional Responsibilities***

- Work with the Communications team and Fellows Director to develop content for Fellows page on the IGNITE website.
- Support fundraising efforts, as needed.
- Travel to different regions, as needed, to support program implementation.
- Other duties, as assigned by the Fellows Director.

**Qualifications**

- Associate's or Bachelor's degree or equivalent experience preferred
- 2+ years of program experience. An equivalent combination of experience and education

sufficient to successfully perform essential functions will be considered

- Ability to speak to groups effectively
- High level of emotional maturity and possesses the necessary elements of good judgment including tact and a strong sense of integrity
- Prior meeting planning or program admin/coordination experience preferred
- Strong project management skills with prior experience managing complex and/or multifaceted programs with measurable successes and program growth
- Strong communication, research, administration, organization, coordination and analytical skills essential
- Extraordinary flexibility and willingness to adapt to new internal and external conditions
- Ability to build and sustain mutually beneficial relationships with multiple, diverse constituents
- Excellent verbal, interpersonal and written communication skills
- Computer literate, fully proficient with MS Office suite, above average knowledge and proficiency with social media applications (Facebook, Twitter, Instagram) a plus
- An affinity for working with a culturally and politically diverse community

**Time Commitment and Pay:** This is a non-exempt, part-time, temporary position ending on June 30, 2023. Compensation will be \$21.00/hour for a maximum of 20 hours per week. The Coordinator will be required to submit a weekly time sheet in accordance with IGNITE's payroll policies.

**To Apply:** Please send a resume and statement of interest in PDF format to Elizabeth Castañón , Director of Operations, at [elizabeth@ignitenational.org](mailto:elizabeth@ignitenational.org).

***IGNITE requires all employees to be vaccinated against COVID-19 within 6 weeks of their start date.***

*IGNITE is an Equal Opportunity Employer. We will consider applicants for positions without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.*